



Accelerated Assessor Parcel Numbers
Subdivision Plat Process
September, 2003

REQUIREMENTS

- Requests for Accelerated Parcel Number may be submitted by the Developer, or their duly appointed representative, using the REQUEST for ACCELERATED PARCEL NUMBERS for SUBDIVISION PLATS form. *The cities will no longer request this service for the development community.* The request and required materials must be received within ten (10) business days from recordation to be considered for this process.

Any Developer who frequently amends or changes recorded plats within three months from recordation may be excluded from this service.

- Request must contain:
 - The completed REQUEST for ACCELERATED PARCEL NUMBERS for SUBDIVISIONS form.
 - Two (2) Copies of the recorded plat (18" X 24" minimum size) indicating the Maricopa County Recorder's official stamp with:
 - MCR Number (MCR)
 - Date recorded
 - Per Fee Number
 - Digital Plat – MUST CONTAIN and CONFORM TO the following:
 - A composite drawing of the recorded plat. NO PRELIMINARY DRAWINGS or As-Built!
 - Labeled or titled with the recorded plats name or MCR number
 - In one of the following CAD formats (.DXF, MicroStation - J .DGN, or AutoCAD .DWG – v. 2000 or earlier)
 - Drawing in model space environment ... NO PAPER SPACE POSITIONING!
 - Externally referenced files must be submitted with master file and in model space environment
 - Drawn in accordance to Maricopa County Assessor's Office CAD Layering and Annotation Standards (see attached)
 - Parcel lines
 - Parcel dimensions
 - Distance and Bearing Callouts
 - Lot / Tract Numbers / Identifiers
 - Street Center lines

- Right-of-Way
 - Street Dimensions and Bearing and Distances
 - Street Names
 - Reference to known Section point
 - Complete drawing on one (1) sheet
- The CAD file may be e-mailed to MAPPING@MAIL.MARICOPA.GOV, however, it must be received prior to the receipt of the other required materials.
 - Copy of the recorded Covenants, Conditions and Restrictions (CCR's) (for Condos only).
 - Any recorded deed splitting the original parcel, including road dedications or abandonments, and title transfers associated with the plat, that have been recorded within the last year (12 months).
- The above referenced materials may be delivered to:

Maricopa County Assessor's Office
GIS Department
301 W. Jefferson Street
Customer Service Counter – Main Lobby
Phoenix, AZ 85003
ATTN: 72-Hour Request

- Should any discrepancies arise during the processing of the plat due to missing required information, or ownership – legal description problems, it will be removed from the Accelerated Parcel Numbering process and processed as a regular subdivision. *Please note that Assessor Parcel Numbers (APN) can not be assigned to any parcels until all ownership or dedication problems are resolved. A member of the Assessor's staff will contact the requestor and inform them of the problem.*

There will be no exceptions regarding problematic plats.

- The Assessor's Office will assign and provide Assessor Parcel Numbers (APN) within three (3) business days, beginning the day after receipt of the required information and data. After assignment, the APNs will be E-Mailed to the address on the request form. *The requestor should make a copy of the mail containing the APN's and submit to the permitting entity as proof of the new parcel numbers.* The APN's will also be available on the Assessor's internet site in approximately 30 days at: <http://www.maricopa.gov/assessor/newparcel/default.asp>.
- The cities (only) may continue to access the APNs from the Assessor's FTP site, however, those will not be available for approximately 30 days.
- Should any changes or revisions to the parcel numbering be made by the Assessor's Office during the mapping or Quality Assurance processes, the Assessor's Office will contact the developer directly.

REQUEST for ACCELERATED PARCEL NUMBERS for SUBDIVISIONS PLATS

REQUEST FORM

After recordation of the subdivision plat, the developer is responsible for delivery of this completed form and required documents to:

Maricopa County Assessor's Office – GIS Dept.
ATTN: 72-Hr Sub Request
 301 W. Jefferson St,
Customer Service Counter – Main Lobby
 Phoenix, AZ 85003
 Fax: (602) 506-3394
 E-Mail: mapping@mail.maricopa.gov

OFFICIAL USE ONLY-	
Date Received:	
MCR No:	

Please note: Should any of the required data be missing, or a problem arises regarding ownership or legal descriptions, this request will be removed from the accelerated process.

Date: _____

Developer. Name: _____

Contact Name: _____

Phone: _____

FAX: _____

E-Mail: _____

SUBDIVISION NAME: _____

Located within city (or County): _____

Copy of Plat

Digital CAD Plat

Copy of CCR's

Copy of Owner Chg. (Deed)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Digital copies of the plat may be e-mailed to:

Mapping@mail.maricopa.gov

Recordation Date: _____

MCR No: _____

Deed (Per Fee) No: _____